

PRINCETON SITE OFFICE

OFFICE OF SCIENCE

MISSION

The Princeton Site Office (PSO) manages the Department of Energy (DOE) performance-based management and operating contract for the safe, secure, effective, and efficient operation of the Princeton Plasma Physics Laboratory (PPPL). PSO supports the Office of Science (SC) mission to foster, formulate, and support forefront basic and applied research programs which advance the science and technology foundations necessary to accomplish DOE missions.

ORGANIZATIONAL RELATIONSHIPS

PSO is a SC line management organization that reports to the SC Chief Operating Officer. Within SC, the Headquarters (HQ) organization establishes policy and direction while Field organizations implement that policy and direction. The Site Offices are responsible and accountable for the management of an assigned laboratory contract and oversight of the operational and management performance of the assigned laboratory contractor. PSO has been assigned the PPPL contract. PPPL is a government-owned, contractor-operated facility with a site and facilities in New Jersey and is one of ten world-class, contractor-operated laboratories under the management of SC. Direct technical and administrative assistance to PSO comes from the SC Chicago Office and the SC Oak Ridge Office.

FUNCTIONS

PSO is responsible for performing a set of functions that assure the Site Office mission is successfully achieved. To effectively perform these functions, PSO develops and maintains a “Sense of the Laboratory”, including a general knowledge of the Laboratory science and technology programs and specific knowledge of Laboratory operations, performance, and conditions. Site Office functions have been categorized by the roles assigned to the Site Offices. These roles are contract management, program and project implementation, Federal stewardship, and internal operations.

Contract Management – provides effective leadership and maximizes the effective working relationship between DOE and the contractor; manages and administers the contract by setting and communicating expectations, integrating DOE requirements, authorizing work, and providing timely feedback to the contractor.

1. Establishes effective working relationships with DOE-HQ, DOE Field Organizations, and with the contractor. Serves as the single point of Federal accountability for the contract.

2. Determines the applicability of policy, administrative, operational, and programmatic requirements from all sources and integrates these into a single set of requirements. Formally communicates these requirements to the contractor and enforces contract requirements.
3. Authorizes the Laboratory to perform work. Reviews and approves contract deliverables that result from approved work.
4. Provides formal direction and guidance to the contractor. Develops and includes performance measures and other expectations in the Laboratory contract to measure contractor success.
5. Conducts oversight of the Laboratory and assesses contractor performance. Provides timely feedback to the contractor on performance. Authorizes payments and fee.
6. Reviews and approves contractor business and administrative systems consistent with contract requirements.
7. Periodically reviews the Laboratory contract; negotiates changes and modifies the Laboratory contract, as required.
8. Obtains approval from the Head of Contracting Activity for contractual items not delegated to the Site Office.

Program and Project Implementation – monitors overall contractor operations, reviews and approves work, and coordinates activities related to assigned programs and projects.

9. Conducts program management/implementation/oversight as delegated by program sponsors. This includes determining applicability of DOE policies and direction for assigned work and performing oversight and operational awareness reviews, as required.
10. Reviews and authorizes work to the contractor through formal processes (such as the Laboratory Directed Research and Development, Project Directives, Technical Work Plans, etc.).
11. Serves as the Federal Project Director for assigned projects.
12. Maximizes the effective working relationship between the contractor and DOE in executing programs. Serves as the point-of-contact for integrating the needs of SC and other non-SC sponsors.
13. Facilitates the execution of programs by resolving DOE and/or other stakeholder issues. This includes conducting negotiations with other Federal agencies, as appropriate, related to Work for Others Agreements, Technology Transfer (including Cooperative Research and Development Agreements), Interdepartmental Work Orders, and other agreements.

14. Participates in reviews, evaluations, and inspections of the contractor in programmatic and operational areas to ensure the adequacy of the contractor's management and administrative systems to manage the program work. This includes the areas of Environment, Safety, and Health; Safeguards and Security; and Project Management Systems. Coordinates DOE and external reviews, evaluations, and inspections of the Laboratory.
15. Participates in the planning and establishment of overall SC expectations and directions, and provides feedback. Provides input and responds to the Annual Field Budget Call and other special requests, as required.
16. Seeks approval for activities where authority does not reside within the Site Office.
17. Develops and maintains a working relationship with the sponsoring research program offices, such as the SC Associate Director level or Assistant Secretary level, to ensure integration of Laboratory science programs with operations.

Federal Stewardship – maintains and protects Federal assets at the site or assigned to the Site Office.

18. Reviews and assesses the Laboratory support activities and stewardship needs against the contract requirements and takes action, as necessary.
19. Develops and maintains an effective working relationship and communication with DOE-HQ, other DOE organizations, elected officials, Federal, State and local agencies, and as appropriate other key stakeholders, such as the national and international science community. Develops and maintains effective community stakeholder and media relations programs.
20. Coordinates with DOE-HQ and other potential stakeholders to determine the optimal allocation of resources to meet stewardship needs.
21. Provides feedback to SC and other HQ Program sponsors on the HQ funding, planning, and direction that impact the Laboratory site or infrastructure.
22. Serves as the owner for transactions affecting the government's rights in Federal assets, such as transfers of interest and execution of permits. Serves as the Federal steward and ensures the protection and maintenance of Federal assets located at the Laboratory.

Internal Site Office Operations – manages Site Office resources and business systems to ensure that the Site Office successfully achieves its mission.

23. Manages Site Office resources. Determines Site Office needs (staffing, travel, training, and awards) and requests appropriate resources.

24. Identifies, develops, and maintains appropriate tools and techniques to ensure that the Site Office can successfully accomplish its assigned mission.
25. Works with the Chicago Office and the Oak Ridge Office to obtain required PSO technical and administrative support. Provides PSO resources when needed and available to support the rest of the SC organization.
26. Conducts self-assessments of PSO management, organization, and operations. Revises internal PSO management structure, organization, and operations, as appropriate.
27. Participates, as requested, in the planning and establishment of overall SC expectations and direction and provides feedback.

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